

# DEADLINE:

Please return application  
& supplemental  
questionnaire in person  
or by U.S. Mail with a  
postmark on or before the  
above date.

**4:30 PM**

**FRIDAY**

**OCTOBER 01, 2004**

**City-County Employment Office**

Your Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_ Date \_\_\_\_\_

## COURT SERVICES CLERK

CLERK OF THE DISTRICT COURT - CLERK OF THE DISTRICT COURT

**Req. #04-0008-CO-2**

SUPPLEMENTAL QUESTIONNAIRE

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

**Please allow 2 weeks from the closing date of this position before expecting to receive notice (one way or another) with regards to an interview.**

### PLEASE READ BEFORE COMPLETING:

The information you provide on this form will be used to further evaluate your training and experience as it relates to the position(s) for which you are applying. Be certain to include: paid employment, military history, volunteer experience, and any educational training and/or experience. NOTE: Please make certain that all employment history and education mentioned on this supplemental questionnaire also appear on your application. We screen all applications based upon the information you, the applicant, provide on these documents only. We do not refer to resumes.

This questionnaire is a supplement to your application and is made a part thereof and subject to all terms and conditions noted on the Application for Employment. Remember, you are responsible for the completeness and accuracy of this form as well as the application. Incomplete or omitted information on either of the documents could result in you, the applicant, not receiving full credit for your experience. So please, be as detailed as possible.

**CRIMINAL HISTORY CHECKS WILL BE MADE ON TOP CANDIDATES.**

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1-1. Do you claim Vereran's Preference for serving on Active Duty in the U. S. Armed Forces. If yes please attach a copy of your DD 214 Form to your application.

- ☐ Yes  
☐ No
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2-1. Are you currently employed by Lancaster County?

- ☐ Yes  
☐ No
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3-1. Do you have experience performing general clerical work?

- ☐ Yes (less than 6 months experience)  
☐ Yes (6 months to 2 years experience)  
☐ Yes (2 to 4 years experience)  
☐ Yes (More than 4 years experience)  
☐ No experience

If yes, please list your employers and describe your experience.

EXPLAIN:

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4-1. Do you have public contact experience?

- ☐ Yes  
☐ No

If yes, list employers and describe your experience.

EXPLAIN:

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5-1. Please indicate if you have experience operating the following types of office equipment?

- ☐ Computer
- ☐ Copier
- ☐ Typewriter
- ☐ Calculator
- ☐ Multi-phone line

Please list other types of office equipment you have experience operating.

EXPLAIN:

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6-1. Please indicate if you have experience maintaining the following records?

- ☐ Accounts payable
- ☐ Accounts receivable
- ☐ Payroll
- ☐ Inventory
- ☐ Client/Customer lists

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7-1. Do you have experience processing legal documents?

- ☐ Yes
- ☐ No

If yes, list employers and the types of documents processed.

EXPLAIN:

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8-1. Do you have experience with the following database systems?

8-2. JUSTICE

- ☐ Yes, training only
- ☐ Yes, used occasionally
- ☐ Yes, used daily
- ☐ No experience

If yes, please list where you obtained your training and/or experience.

EXPLAIN:

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8-3. CARATS

- ☐ Yes, training only
- ☐ Yes, used occasionally
- ☐ Yes, used daily
- ☐ No experience

If yes, please list where you obtained your training and/or experience.

EXPLAIN:

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9-1. Do you have experience using other database systems?

- ☐ Yes
- ☐ No

If yes, please list the types of database software and where you obtained your training and/or experience.

EXPLAIN:

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10-1. Do you have experience using the following filing systems?

10-2. Alphabetical

- ☐ Yes, used occasionally
- ☐ Yes, used daily
- ☐ No experience

If yes, please list employers.

EXPLAIN:

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10-3. Numerical

- ☐ Yes, used occasionally
- ☐ Yes, used daily
- ☐ No experience

If yes, please list your employers.

EXPLAIN:

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10-4. Chronological

- ☐ Yes, used occasionally
- ☐ Yes, used daily
- ☐ No experience

If yes, please list employers.

EXPLAIN:

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10-5. Subject

- ☐ Yes, used occasionally
- ☐ Yes, used daily
- ☐ No experience

If yes, please list employers.

EXPLAIN:

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10-6. Color

- ☐ Yes, used occasionally
- ☐ Yes, used daily
- ☐ No experience

If yes, please list employers.

EXPLAIN:

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11-1. Do you have experience compiling reports?

- ☐ Yes
- ☐ No

If yes, please list employers and describe your experience including the types of reports and your involvement in their completion.

EXPLAIN:

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12-1. Have you completed, or are you presently taking, course work in the legal/clerical field?

- ☐ Yes  
☐ No

If yes, please list your course work.

EXPLAIN:

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13-1. Do you have data entry experience?

- ☐ Yes, training only  
☐ Yes, performed occasionally  
☐ Yes, performed daily  
☐ No experience

If yes, please list employers.

EXPLAIN:

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14-1. Do you have experience using scanning and/or microfilm equipment?

- ☐ Yes  
☐ No

If yes, please list employers and describe your experience.

EXPLAIN:

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15-1. CRIMINAL HISTORY CHECKS will be conducted on the top applicants. Please note our policy. ALL convictions for any law violation (i.e., DUI, shoplifting, minor in possession, reckless driving, etc.) other than a minor traffic violation (i.e., parking ticket, speeding ticket), including convictions that have been ?set aside?, ?probationed? or ?pardoned?, must be listed on the front of the application form or on an attached sheet. Consideration is given to the offense and its relationship to the position for which you are applying. Failure to list convictions will be considered to be falsification of your application and result in automatic rejection. [Lancaster County Personnel Rules 5.4(c) and Lincoln Municipal Code 2.76.230(d)].

In order to perform such checks, the Lincoln the Police Department requires the following information.

Please list your last name, first name, middle name, date of birth, sex, and any other name (i.e. maiden) you may also be known by.

EXPLAIN: \_\_\_\_\_

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\_\_\_\_\_

16-1. Have you listed on the application form ALL jobs and education described on this questionnaire? (NOTE: FAILURE TO LIST ALL JOB EXPERIENCE AND/OR EDUCATION ON THE APPLICATION COULD BE CAUSE FOR REJECTION BASED ON INSUFFICIENT INFORMATION. A RESUME CANNOT BE USED AS A SUBSTITUTE. PLEASE CHECK YOUR APPLICATION AGAIN.)

- ☐ Yes
- ☐ No